Teacher Student Course (TCS) Data Quality Webinar Series

Roster Verification Process
For Principals

January, 2012 (REVISED MAY 2012)

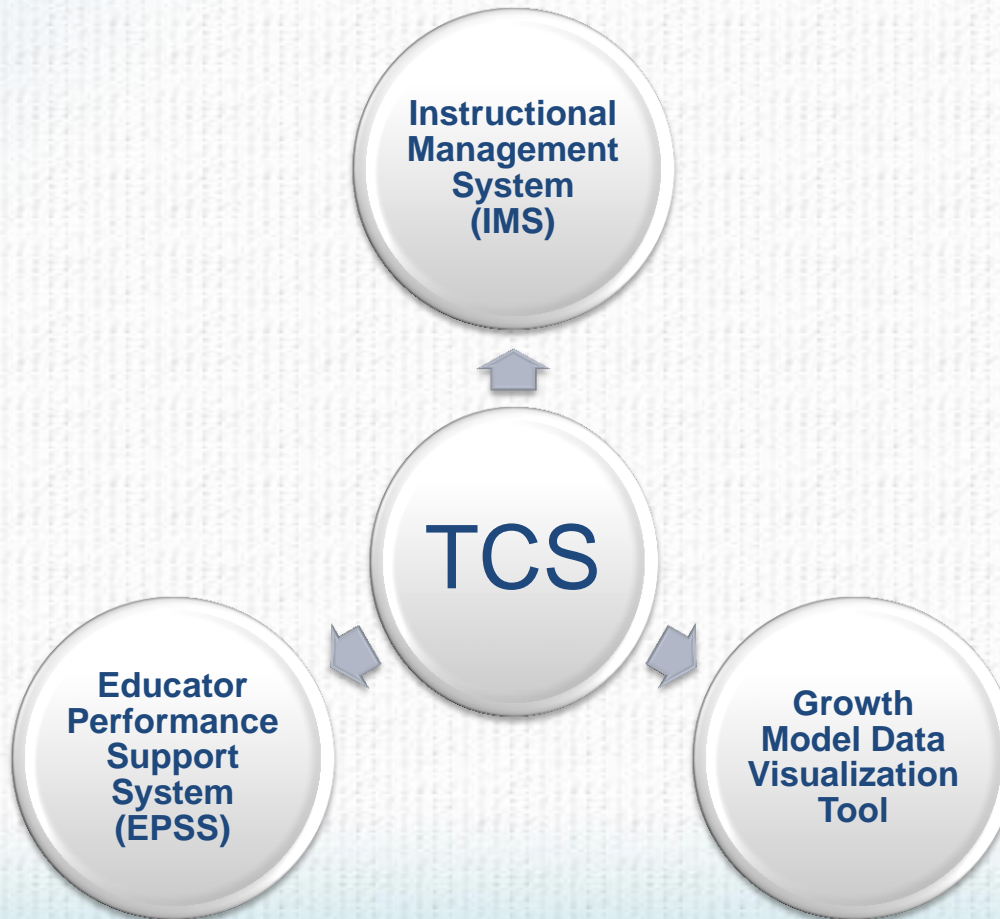# Overview of Roster Verification

What is Roster Verification?

• Roster verification is the process by which educators verify that the Teacher Course Student (TCS) data pertaining to them is accurate.

• For this school year (January – June 2012), all LEAs will be required to use a Roster Verification Tool provided through its eRIDE system.

• The Roster Verification Tool will draw TCS data from all LEAs via their Student Information Systems (SIS) on a daily basis.

  • Teachers who are considered to be Contributing Educators to a student's ELA and/or Math learning will be required to review and verify student rosters.

  • Principals will be responsible for reviewing, investigating issues, and providing a final sign-off on the TCS rosters for all contributing educators in the building.

Rhode Island Department of Elementary and Secondary Education

What is the <u>Teacher Course Student</u> connection?

- The Teacher Course Student connection, or "**TCS**", comprise the data that reports the linkage between students, the courses to which they are assigned, and the teachers who provide instruction to these students.

- TCS data is collected through your school's Student Information System (SIS)

Why is TCS data important?

TCS data will connect teachers to their students accurately in statewide Data Systems for educators to begin using in SY 2012/13.
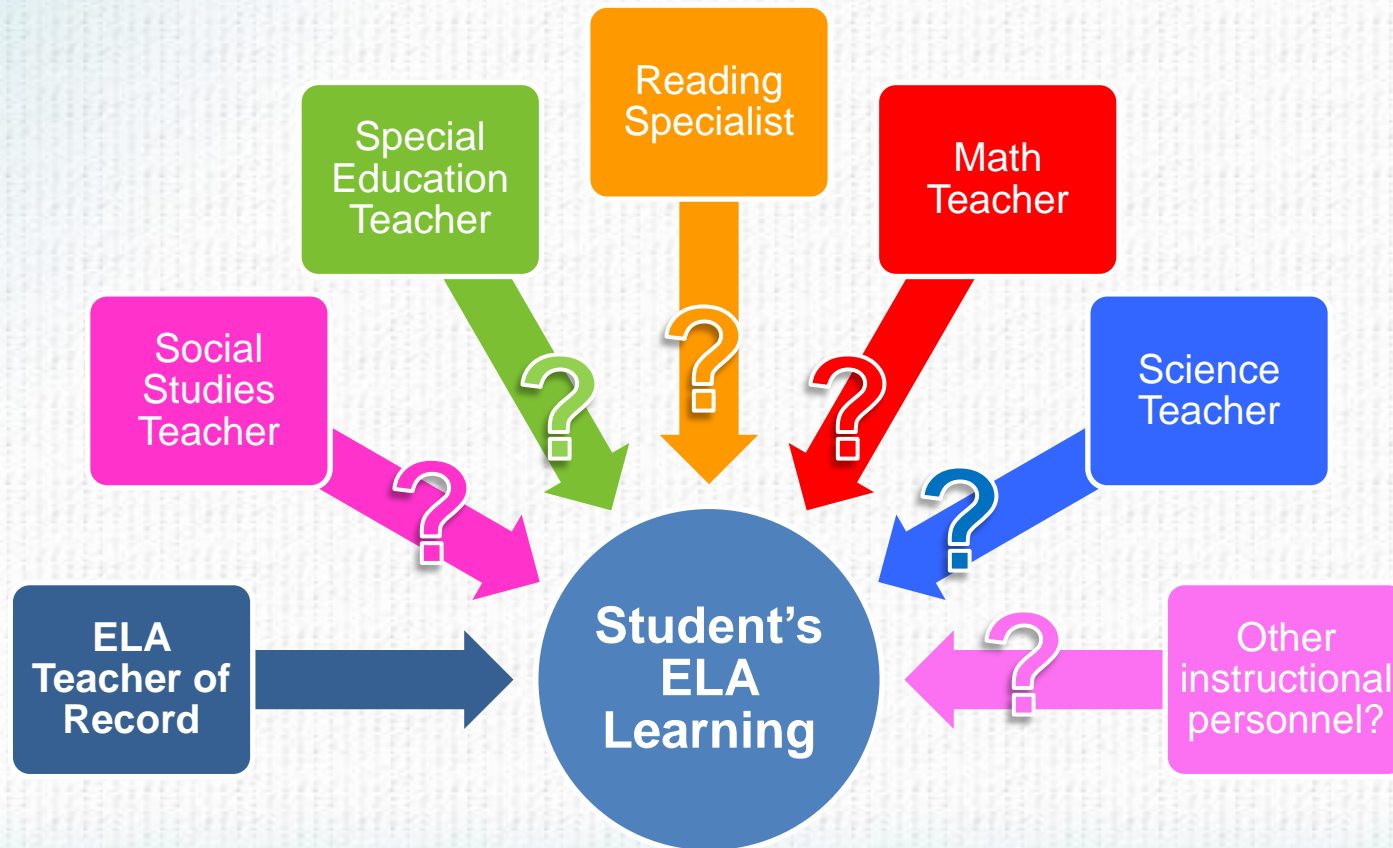
Instructional Management System (IMS)

TCS

Educator Performance Support System (EPSS)

Growth Model Data Visualization Tool

Rhode Island Department of Elementary and Secondary Education

How will TCS Data Impact Educator Evaluations?

Beginning in SY 2013/14, TCS data will establish which students' growth will inform a portion of which educator's evaluations.

Each school district decides on its own policy for which teachers are contributing educators to the ELA and Math learning for which students, based on guidance from RIDE.

Reading Specialist

Special Education Teacher

Math Teacher

Social Studies Teacher

Science Teacher

ELA Teacher of Record

Student's ELA Learning

Other instructional personnel?

What is a <u>Contributing Educator</u>?

- A Contributing Educator (CE) is the teacher who has an assignment that is expected to contribute to the literacy or mathematics development of students.

- Many teachers may be identified as contributing educators for one student.

- Each district has developed a Contributing Educator policy or guidance that defines which teachers are considered to be Contributing Educators to ELA and/or Math.

- All principals must consult their district's policy/guidance before beginning Roster Verification so that they understand which teachers and courses are impacted at your school.

Rhode Island Department of Elementary and Secondary Education

What is a <u>Teacher of Record</u> ?

– The Teacher of Record (ToR) is the teacher responsible for content instruction and determining student grades.

– Typically the teacher of record is the designated educator identified as "highly qualified" for federal reporting purposes.

– Typically one teacher is identified as a teacher of record for a class or course, although in some cases where a course is co-taught the district may define both teachers as the teacher of record.

Why is the role of the Principal such an important part of the Roster Verification Process?

- Data Clerks and Data Managers are responsible for TCS data entry and maintenance of the SIS system

- However, Teachers and Principals are the primary users of the TCS data, as they will be the ones using TCS data on a daily basis

- Ultimately, only Teachers and Principals can confirm that the data accurately reflect the appropriate _instructional connections_ between teachers and classes and students

What are the Key Dates for the Roster Verification Process?

Principal Review of Teachers, Courses and Sections

(Tuesday, May 22 – Thursday, May 24, 2012)

Principal Monitors Teacher Roster Verification and Sign-Off

(Tuesday, May 29 – Tuesday, June 5, 2012)

Principal School-wide Roster Review and Sign-Off

(Wednesday, June 6 – Friday, June 22, 2012)

Rhode Island Department of Elementary and Secondary Education

Getting Started with the eRIDE Roster Verification Tool

Getting Started: How to Log in to the RIDE Roster Verification System

1. **Open a web browser (e.g. Internet Explorer, Mozilla Firefox, Google Chrome, Safari)**

2. **Point your browser to the following website:** http://www.eride.ri.gov/

3. **Enter your eRide user login, password, and then click on the *Login* button.**

To retrieve your password, please go to: https://www.eride.ri.gov/users/PasswordRetrieve.asp. Enter your First Name, Last Name and Email Address and then click on *Submit*.

Rhode Island Department of Elementary and Secondary Education

Logging In

Type here:
-Your eRIDE User ID and Your Password

If you forget your User ID, click on this link.

Click "**Login**" Button when finished

Rhode Island Department of Elementary and Secondary Education

Process Overview

Process Overview

Stage I — Review Teacher-Course-Section Data

Stage II — Monitor status of Teacher Roster Verification

Stage III — Review Teacher Roster Verification, Make Final Changes and Sign-Off

Stage I

Review Teacher-Course-Section Data

Stage I

Objectives:

Ensure that all Courses and Sections for Grades 3-7 have been properly entered in the SIS.

Ensure that all teachers at your school who are contributing educators to ELA and/or Math for Grades 3-7 have been properly flagged in the Student Information System (SIS)

Ensure that any missing or incorrect teachers or sections that you have found are corrected in the SIS system prior to the beginning of the Teacher Roster Verification period

Rhode Island Department of Elementary and Secondary Education

Stage I Steps:

1. **Review List of Courses and Sections in your school and identify any that are missing or incorrect.**

2. **Review List of Teachers listed as Contributing Educators to ELA and/or Math at your school and identify any that are missing or incorrect.**

3. **Compile list of Teachers and Sections which need to be added or updated in your Student Information System (SIS)**

4. **Work with your school's Registrar, Data Clerk, or Data Manager to ensure SIS is properly updated**

5. **After 24 hours, check RV Tool to confirm SIS updates were completed**

Step 1: Identify Missing Courses or Sections

Elizabeth Landry (35)

Roster Verification

eRIDE > Roster Verification Home

LogOff

Staff Information Submitted through TCS Collection

[View By Courses] [View By Teacher] [Printable Report By Teacher]

LocalCourseID	LocalCourseTitle	LocalSectionID	StaffLastName	StaffFirstName	StateStaffID	ELAContributor	MathContributor	TeacherOfRecord
EN05	ENGLISH 7	EN05-001	Lastname	Firstname	1111	Y	N	Y
		EN05-002	Lastname	Firstname	1111	Y	N	Y
		EN05-003	Lastname	Firstname	2222	Y	N	Y
		EN05-004	Lastname	Firstname	2222	Y	N	Y
		EN05-005	Lastname	Firstname	2222	Y	N	Y
		EN05-006	Lastname	Firstname	3333	Y	N	Y
		EN05-008	Lastname	Firstname	4444	Y	N	Y
EN06	ENGLISH 7 H	EN06-001	Lastname	Firstname	1111	Y	N	Y
		EN06-002	Lastname	Firstname	2222	Y	N	Y
EN15	ENGLISH 8	EN15-001	Lastname	Firstname	1111	Y	N	Y
		EN15-002	Lastname	Firstname	1111	Y	N	Y
		EN15-003	Lastname	Firstname	2222	Y	N	Y
		EN15-004	Lastname	Firstname	2222	Y	N	Y
		EN15-005	Lastname	Firstname	2222	Y	N	Y
		EN15-006	Lastname	Firstname	3333	Y	N	Y
		EN15-007	Lastname	Firstname	4444	Y	N	Y
		EN15-008	Lastname	Firstname	5555	Y	N	Y

Done
Local intranet | Protected Mode: Off
100%

Rhode Island Department of Elementary and Secondary Education

Step 2: Identify missing or incorrect teachers

Elizabeth Landry (35)

Roster Verification

eRIDE > Roster Verification Home   LogOff

Staff Information Submitted through TCS Collection   [View By Courses] [View By Teacher] [Printable Report By Teacher]

StaffLastName	StaffFirstName	StateStaffID	LocalCourseID	LocalCourseTitle	LocalSectionID	ELAContributor	MathContributor	TeacherOfRecord
Lastname	Firstname	1111	MA05	MATH 7	MA05-008	N	Y	Y
			MA24	MATH 7	MA24-003	N	Y	Y
Lastname	Firstname	2222	EN15	ENGLISH 8	EN15-001	Y	N	Y
			EN15	ENGLISH 8	EN15-002	Y	N	Y
			EN15	ENGLISH 8	EN15-003	Y	N	Y
			EN16	ENGLISH 8 H	EN16-001	Y	N	Y
			EN25	ENGLISH 8	EN25-001	Y	N	Y
Lastname	Firstname	3333	MA05	MATH 7	MA05-004	N	Y	Y
			MA05	MATH 7	MA05-005	N	Y	Y
			MA05	MATH 7	MA05-006	N	Y	Y
			MA06	MATH 7 H	MA06-002	N	Y	Y
			MA24	MATH 7	MA24-002	N	Y	Y
Lastname	Firstname	4444	EN05	ENGLISH 7	EN05-008	Y	N	Y
			EN15	ENGLISH 8	EN15-007	Y	N	Y
			EN15	ENGLISH 8	EN15-008	Y	N	Y
			EN24	ENGLISH 7	EN24-003	Y	N	Y

Done   Local intranet | Protected Mode: Off   100%

Rhode Island Department of Elementary and Secondary Education

Step 3: Compile list of Teachers, Courses, and Sections which need to be added or updated in your Student Information System (SIS)

✓List of Teachers and their Assigned Sections to be added to SIS

✓List of Teachers and their Assigned Sections to be modified in the SIS

Step 4: Work with your school's Registrar, Data Clerk, or Data Manager to ensure your Student Information System is properly updated

Step 5: After 24 hours, check RV Tool to confirm SIS updates were completed

Elizabeth Landry (35)

Roster Verification

eRIDE › Roster Verification Home   LogOff

Staff Information Submitted through TCS Collection   [View By Courses] [View By Teacher] [Printable Report By Teacher]

LocalCourseID	LocalCourseTitle	LocalSectionID	StaffLastName	StaffFirstName	StateStaffID	ELAContributor	MathContributor	TeacherOfRecord
EN05	ENGLISH 7	EN05-001	Lastname	Firstname	1111	Y	N	Y
		EN05-002	Lastname	Firstname	1111	Y	N	Y
		EN05-003	Lastname	Firstname	2222	Y	N	Y
		EN05-004	Lastname	Firstname	2222	Y	N	Y
		EN05-005	Lastname	Firstname	2222	Y	N	Y
		EN05-006	Lastname	Firstname	3333	Y	N	Y
		EN05-008	Lastname	Firstname	4444	Y	N	Y
EN06	ENGLISH 7 H	EN06-001	Lastname	Firstname	1111	Y	N	Y
		EN06-002	Lastname	Firstname	2222	Y	N	Y
EN15	ENGLISH 8	EN15-001	Lastname	Firstname	1111	Y	N	Y
		EN15-002	Lastname	Firstname	1111	Y	N	Y
		EN15-003	Lastname	Firstname	2222	Y	N	Y
		EN15-004	Lastname	Firstname	2222	Y	N	Y
		EN15-005	Lastname	Firstname	2222	Y	N	Y
		EN15-006	Lastname	Firstname	3333	Y	N	Y
		EN15-007	Lastname	Firstname	4444	Y	N	Y
		EN15-008	Lastname	Firstname	5555	Y	N	Y

Done   Local intranet | Protected Mode: Off   100%

**Confirm Missing Course has been added
to my Roster**

Rhode Island Department of Elementary and Secondary Education

Stage II

Monitor Status of Teacher Roster Verification

Stage II

Objectives:

Monitor progress of Roster Verification to determine if your teachers are on track to complete their Roster Verification within the allotted timeframe.

Provide additional training/support to teachers who may require additional assistance during this process.

Supports for Teachers

- RIDE has created a 45 minute teacher training video that can be found at: www.eride.ri.gov/rosterverification/teachertrainingvideo/

- An accompanying teacher guidance document that can be found at: www.eride.ri.gov/RosterVerification/RosterVerification_UserGuide.pdf

- We have developed a flyer that you can share with your teachers which provides and overview and links to key resources that can be found at: www.eride.ri.gov/RosterVerification/RosterVerification_TeacherFlyer.pdf

We appreciate your help in ensuring that all teachers are prepared to participate in Stage II of

the Roster Verification Process!

Stage II Steps:

1. Log into RV Tool on a daily basis to view the status of Roster Verification by teachers to determine which teachers have not yet completed RV verification and/or have not yet even begun.

2. Identify teachers who have not yet begun or have begun but not finished and who may not understand the expectations for completing the RV process.

3. Provide additional training or support as needed.

Step 1: Log into RV Tool on a daily basis to review status of each teacher's Roster Verification work

Review Status Report

Roster Verification - Principal Reports

eRIDE > Roster Verification Home   LogOff

Educator Roster Verification Status February 2012 Submission

View Teacher Counts For School
View Teacher Roster Verification Progress
View Contributing Educator Counts

Roster Verification Status Counts   [Hide]

School Code	School Name	Teachers To Verify	Logged In	Signed Off
35118	Aldrich Junior High School	3	1	0

Roster Verification Teacher Status   [Hide]

Teacher ID	Last Name	First Name	Logged In	Signed On
11111	LastName	FirstName	1/23/2012 12:00:00 AM	
22222	LastName	FirstName		
33333	LastName	FirstName		

Contributing Educator Counts   [Hide]

Teacher ID	Last Name	First Name	TCS Submission ELA CE Student Count	Teacher Review ELA CE Student Count	Principal Review ELA CE Student Count	TCS Submission Math CE Student Count	Teacher Review Math CE Student Count	Principal Review Math CE Student Count
11111	LastName	FirstName	33	31	31	0	0	0
22222	LastName	FirstName	0	0	0	13	13	13
33333	LastName	FirstName	11	11	11	0	0	0

Step 2: Identify teachers who have not yet begun Roster Verification or who have begun but not yet finished.

- **Identify teachers you are behind during the "teacher open period" and may not understand:**
  - **Expectations for Roster Verification**
  - **What specific steps they need to take to complete the Roster Verification process**

Step 3: Provide additional training or support to teachers in need of assistance

- **Direct teachers to the Roster Verification Guidance Document and Video at:**

www.eride.ri.gov/rosterverification/teachertrainingvideo/

and

www.eride.ri.gov/RosterVerification/RosterVerification_UserGuide.pdf

- **Provide one-on-one support to teachers**

Stage III

Review Teacher Rosters, Make Final Changes and Sign-Off

Objectives:

Review each teacher's rosters to understand types of changes and corrections to rosters that have been flagged by teachers.

Confirm accuracy of proposed corrections or changes to the TCS data by reviewing evidence and discussing with teachers directly.

Sign-off on school rosters to indicate that you have reviewed and can certify (or validate) the accuracy the TCS data for each contributing educator at your school.

Important Data Quality Practices

Review other sources of reliable data that you have

Cross-check with other educators for accuracy and consistency

Analyze findings and make decisions based on evidence you have put together

Stage III Steps:

1. **Review list of students on each teacher's rosters**

2. **Review every student change in detail to determine whether the teacher's changes to their rosters are appropriate**

3. **Keep track of Teachers whose roster verification data are ready for sign-off versus those which require further action on your part.**

4. **Resolve Discrepancies:**
   - **Discuss the discrepancies with the teacher and agree on how the data should be reconciled**
   - **Principal makes the final corrections/changes in the RV tool (possibly over-writing teacher changes)**

5. **Principal signs off on school-wide Roster**

Before you start: Get Acquainted with the View Teacher Rosters Page

Rhode Island Department of Elementary and Secondary Education

Understanding the data on the Roster List

Each student will have a related Course ID, Course Title, Section ID, and Student ID

To view any changes made to the original record, you would click on the "Edit" button to take you to a pa... can view the te... changes agains... submission thr... Student Informa...

Each student will also have a set of "roster" related data which each teacher has reviewed to verify their final rosters.

Teacher First Name	Teacher Last Name	Course ID	Course Title	Section ID	Student ID	Last Name	First Name	Grade	Never In Class	Moved	ELA Contributor	Math Contributor	Teacher Of Record	Assigned On Oct 1	
Landry	Elizabeth	EN05	ENGLISH 7	EN05-006	11111	White	Andrea	07	Y	N	Y	N	Y	Y	Edit
Landry	Elizabeth	EN05	ENGLISH 7	EN05-006	11112	Smith	John	07	Y	N	Y	N	Y	Y	Edit
Landry	Elizabeth	EN05	ENGLISH 7	EN05-006	11113	Miller	Michael	07	N	N	Y	N	Y	Y	Edit
Landry	Elizabeth	EN05	ENGLISH 7	EN05-006	11114	Black	Sandra	07	N	Y	Y	N	Y	Y	Edit
Landry	Elizabeth	EN05	ENGLISH 7	EN05-006	11115	White	Jessica	07	N	N	Y	N	Y	Y	Edit
Landry	Elizabeth	EN05	ENGLISH 7	EN05-006	11116	Brown	Mark	07	N	Y	Y	N	Y	Y	Edit
Landry	Elizabeth	EN05	ENGLISH 7	EN05-006	11117	Miller	Donald	07	N	N	N	N	Y	Y	Edit
Landry	Elizabeth	EN05	ENGLISH 7	EN05-006	11118	Black	Scott	07	N	N	Y	N	N	N	Edit
Landry	Elizabeth	EN05	ENGLISH 7	EN05-006	11119	White	Edward	07	N	N	Y	N	Y	N	Edit
Landry	Elizabeth	EN05	ENGLISH 7	EN05-006	11120	Smith	Mike	07	N	N	Y	N	Y	Y	Edit

Rhode Island Department of Elementary and Secondary Education

Summary of Possible Changes to Rosters
(can be flagged by Teacher in RV Tool)

Type of Change	Scenarios (reasons a change may be made)
1. Remove student from teacher's roster	a. Student was never assigned to the teacher's class. b. Student was assigned to the teacher's class at some point this year but not on May 18, 2012.
2. Change teacher's status as "Contributing Educator" for a specific student	a. As of May 18, 2012, teacher taught the student in his class but did not contribute towards his ELA and/or Math learning. b. As of May 18, 2012, teacher taught the student in his class and did contribute towards his ELA and/or Math learning.
3. Change teacher's status as "Teacher of Record"	a. As of May 18, 2012, teacher taught the students in his class but was not the Teacher of Record. b. As of May 18, 2012, teacher taught the students in his class and was the Teacher of Record.
4. Add a student to teacher's roster	a. As of May 18, 2012, the student was assigned to teacher's class, AND the teacher did contribute towards the student's ELA and/or Math learning. (Reminder, the RV process only applies to grades 3-7.)

Step 1: Review list of students on each teacher's roster

Changes are highlighted in RED

Rhode Island Department of Elementary and Secondary Education

Step 2: Review each student's edits in detail to determine whether the teacher's changes are appropriate.

Elizabeth Landry (35)

Roster Verification

eRIDE > Roster Verification Home   LogOff

Edit Student - ANDREA WHITE   [Cancel]

Course ID: EN05
Course Name: ENGLISH 7
Section ID: EN05-006
Teacher: Elizabeth Landry (11111)

	Principal Submission (values submitted by principal)	Teacher (values after teacher verification period)	TCS Submission (values submitted by district)
Student Never In Class: (Only check this option if the student was never assigned to this class.)	☑	☑	NA
Student Moved From Class: (Only check this option if the student was assigned to this class, but moved out of the class before February 1, 2012.)	☐	☐	NA
ELA Contributing Educator: (Only check this box if this teacher is an ELA Contributing educator for this class.)	☑	☑	☑
Math Contributing Educator: (Only check this box if this teacher is a Math Contributing Educator for this class.)	☐	☐	☐
Teacher of Record: (Only check this box if this teacher is identified as the Teacher of Record for this class.)	☑	☑	☑
Assigned to Class on October 1: (Only check this box if this student was also assigned to this class on October 1, 2011.)	☑	☑	NA
Comment:		This student was never assigned to my English 7 class.	NA

Example: When a Teacher Removes Student from his or her Roster

	Principal Submission (values submitted by principal)	Teacher (values after teacher verification period)	TCS Submission (values submitted by district)
Student Never In Class: (Only check this option if the student was never assigned to this class.)	☑	☑	NA
Student Moved From Class: (Only check this option if the student was assigned to this class, but moved out of the class before *May 18, 2012)*	☐	☐	NA

Type of Change	Scenarios (reasons a change may be made)
Remove Student from teacher's roster	a. Student was never assigned to the teacher's class. b. Student was assigned to the teacher's class but not as of May 18, 2012.

What do I need to before I approve my teacher's changes to his or her student roster?

Approval Checklist:

- ❑ **What is the reason for the change?**
- ❑ **What evidence does the teacher provide to support this change?**
- ❑ **What actions must I take when I approve or reject this change?**
- ❑ **Does this change impact other students in the same class?**
- ❑ **Does this change impact other teachers of the same subject?**

Example of Actions Needed When a Teacher has Removed a Student from Roster

Scenario	Action	Impact on other students or teachers?
Student was incorrectly assigned to a section in the SIS System	Review student's schedule in SIS and confirm student's section assignments.	The student is assigned to the correct section with the correct teacher.
Student was correctly assigned but moved prior to May 18, 2012.	Review attendance data – school attendance in SIS and classroom attendance (if available) to confirm student's removal.	Other teachers teaching that same student would also need that student removed.

Another Example: When a Teacher Changes his or her Contributing Educator Status

	Principal Submission (values submitted by principal)	Teacher (values after teacher verification period)	TCS Submission (values submitted by district)
ELA Contributing Educator: (Only check this box if this teacher is an ELA Contributing educator for this class.)	☐	☐	☑
Math Contributing Educator: (Only check this box if this teacher is a Math Contributing Educator for this class.)	☐	☐	☐

Type of Change	Scenarios (reasons a change may be made)
Change teacher's status as "Contributing Educator" for a specific student	a. As of May 18, 2012, teacher taught the student in his class but did not contribute towards his ELA and/or Math development. b. As of May 18, 2012, teacher taught the student in his class and did contribute towards his ELA and/or Math development.

Rhode Island Department of Elementary and Secondary Education

Example of Actions Needed When a Teacher has **Changed "Contributing Educator" Status**

Scenario	Action	Impact on other students or teachers?
Student correctly assigned but teacher believes he "does not contribute" to student's ELA and/or Math learning	ELA and/or Math learning.	
Student correctly assigned to Section and teacher believes he "does contribute" to the students' ELA and/or Math learning.	Review your district's policy on contributing educators to determine if your teacher should be flagged as a contributing educator to these students' ELA and/or Math learning.	May impact all students assigned to this teacher's section. If teacher is a "CE", then change should be made for all students.

INSTRUCTIONS TO TEACHERS
Before changing your Contributing Educator status, make sure you have confirmed your district's policy on Contributing Educators with your principal to ensure that your changes are consistent with your district's policies.

Rhode Island Department of Elementary and Secondary Education

Step 3: Keep track of Teachers whose roster verification data are ready for sign-off versus those which require further action on your part

Student ID	Last Name	First Name	Grade	Never In Class	Moved	ELA Contributor	Math Contributor	Teacher Of Record	Assigned On Oct 1	
11111	White	Andrea	07	N	N	Y	N	Y	Y	Edit
11112	Smith	John	07	Y	N	Y	N	Y	Y	Edit
11113	Miller	Michael	07	N	N	Y	N	Y	Y	Edit
11114	Black	Sandra	07	N	Y	Y	N	Y	Y	Edit
11115	White	Jessica	07	N	N	Y	N	Y	Y	Edit
11116	Brown	Mark	07	N	N	Y	N	Y	Y	Edit

Step 4: Resolving Discrepancies

Student Name	Teacher Name	Discrepancy
John Brown	Janice Miller	Teacher indicated student was not assigned until May 28, but there was attendance taken in late April.
George Brown	Carol Greene & James Diamond	In a co-taught course, no teacher indicated that he or she should be the student's Teacher of Record for Math 7.
Steven White	Carol Greene	Teacher indicated student moved before May 18, 2012 but SIS does not indicate exit and you have confirmed with the registrar that the student is still enrolled in the school and assigned to this class.

What if I disagree with my teacher's changes?

	Principal Submission (values submitted by principal)	Teacher (values after teacher verification period)	TCS Submission (values submitted by district)
Student Never In Class:	☐	☐	NA
(Only check this option if the student was never assigned to this class.)			
Student Moved From Class:	☐	☐	NA
(Only check this option if the student was assigned to this class, but moved out of the class before February 1, 2012.)			
ELA Contributing Educator:	☑	☑	☑
(Only check this box if this teacher is an ELA Contributing educator for this class.)			
Math Contributing Educator:	☐	☐	☐
(Only check this box if this teacher is a Math Contributing Educator for this class.)			
Teacher of Record:	☑	☐	☑
(Only check this box if this teacher is identified as the Teacher of Record for this class.)			
Comment:		According to my district, I am not a teacher of record for this class.	NA

SAVE   CANCEL

Rhode Island Department of Elementary and Secondary Education

Step 5: Sign-Off on School-wide Rosters

Elizabeth Landry (35)

Roster Verification

eRIDE > Roster Verification Home   LogOff

SignOff

Once you have verified your rosters and made the appropriate updates, please click on the Sign-Off button.

[Sign-Off]

Educator Roster Verification for February 2012 Submission   [Add Student to Teacher Roster] [Review Teacher Roster Verification Progress]

School District:	Warwick
School:	Aldrich Junior High School
Teacher:	All Teachers
Course ID:	All CourseIDs
Course Name:	All Course Names
Section ID:	All SectionIDs
Grade:	All Grades
Sort Roster By:	

☐ Show Only Edited Records

[Show Roster]

Rhode Island Department of Elementary and Secondary Education

Process Review

Stage I — Review Teacher-Course-Section Data

Stage II — Monitor status of Teacher Roster Verification

Stage III — Review Teacher Roster Verification, Make Final Changes and Sign-Off

What do I do if I need help with Roster Verification?

- For SIS questions, please contact your district data systems manager

- For questions about the Roster Verification Tool:
  - Roster Verification guidance for principals posted at:

www.eride.ri.gov/RosterVerification/RosterVerification_UserGuide_PrincipalVersion.pdf

  - Email the RIDE Roster Verification team for assistance at: rosterverification@ride.ri.gov

    (Be sure to include your full name, school, district, and phone number in the email so that we can properly assist you)

  - Contact the RIDE HelpDesk with questions at: 401-222-8400

Rhode Island Department of Elementary and Secondary Education

A Reminder about Key Dates

Principal Review of Teachers and Sections

(Tuesday, May 22 – Thursday, May 24, 2012)

Principal Monitors Teacher Roster Verification and Sign-Off

(Tuesday, May 29 – Tuesday, June 5, 2012)

Principal School-wide Roster Review and Sign-Off

(Wednesday, June 6 – Friday, June 22, 2012)

Rhode Island Department of Elementary and Secondary Education